



Bunbury Bridge Club Inc Management Committee Meeting

11th May Meeting 2026

Minutes

1. Members present: Norm Hoskin, Colin Saunders, Joan Gribble, Gwen Clarke, Brian Wade, Maria Denton, Steve Mellett, Mike Van Wyk
2. Apologies: Fiona Owen, Colleen Skipsey
3. Minutes of Previous Meeting

Minutes of the previous meeting were tabled and

Moved for acceptance: Steve Mellett; and Seconded: Mike Van Wyk.

4. Business arising from Previous Minutes

4.1 Internal Gutter Quote (Colin Saunders)

Quoting for the work is in progress. A quote up to \$500 has been approved and the work can be progressed.

4.2 Honour Boards (Norm Hoskin)

Ongoing

4.3 Microwave Mounting (Norm Hoskin)

A plan of work is in hand.

4.4 Insurance Valuation of the Club Building (Norm Hoskin)

Acumentis provided a report on the insurance valuation of the building (see Attachment 1). The report indicated notes about inflation and future planning and building costs. The building currently is valued at \$950,000. The valuation was

Moved for acceptance: Norm Hoskin; and Seconded: Colin Saunders.

4.5 Sign for Bunbury Machinery (Colin Saunders)

Ongoing

4.6 Mobile Phone Sign (Steve Mellett)

Steve Mellett raised the matter regarding the availability and sensibility of an appropriate sign to be put up in the Clubrooms foyer. Following discussion, it was decided not to place a sign in the foyer. The matter will remain the prerogative of Directors to provide reminders about phones being switched to silent mode during sessions.

4.7 Cleaning of Clubrooms (Mike Van Wyk)

Mike Van Wyk has met with the Cleaner and there is an agreement to now clean the Clubrooms on a Monday instead of a Tuesday. On Monday public holidays, cleaning will be accommodated accordingly. There was affirmation that the toilets and tiled floors are cleaned twice a week. The carpet is vacuumed on both days but chairs are not moved. The carpet is spot cleaned where necessary. Other listed cleaning duties are attended to regularly and on a needs basis.

There was a suggestion that chairs could be placed on tables on a regular basis. (Item moved to next meeting.)

The carpet and floor tiles in toilets are due for annual steam cleaning in June.

Action: Norm Hoskin to organise a quote for the work to be carried out.

Future consideration will be given to floor tiles in toilets to be cleaned twice per year.

4.8 Beginners Lessons (Esther Saunders)

The Committee deemed that people who attend Beginners Lessons decide for themselves whether they become future members of the Club.

It was suggested that the cost of future lessons be more in the vicinity of \$100. The decision to increase, or not, the cost of lessons to be determined by Esther Saunders.

4.9 Eucalyptus Tree

Steve Mellett obtained a quote to appraise the tree for possible removal (see Attachment 2). The quote was rejected by the Committee.

Discussion followed about the level of risk the tree presented. It was resolved that there was no immediate danger but the matter be reviewed in 12 months time.

Further discussion about safety at the Club led to the approval of appointing a Safety Officer from within the Club membership. The Club would bear the cost of a short training course for such as position.

Action: Joan Gribble to canvas Club members for interest in fulfilling the position.

4.10 Etiquette Cards (Esther Saunders)

Brian Wade provided a brief overview of the cards. Generally, Committee members did not see that the cards were required at the Bunbury Club and that matters of bridge etiquette be left to the discretion of Directors. Directors are guided by Law 74 in the *Rules of Duplicate Bridge*.

5. Correspondence Report

The Correspondence Report was tabled (see Attachment 3).

Norm Hoskin made particular mention of the emails received from visitors about the success of the Bunbury Congress. The Report was

Moved for acceptance: Steve Mellett; and Seconded: Mike Van Wyk.

6. Treasurer's Report

The Treasurer's Report was tabled (see Attachment 4).

6.1 The broker used in the past will be contacted to review the Club's insurance policy.

Action: The Treasurer to revise and update the broker documentation after which the broker will provide a quotation.

6.2 Schedule of Fees for AGM

A draft Schedule of Fees was tabled for review. At the July meeting the Committee will review fees, especially those for Juniors, and make recommendations that will be presented at the AGM. The recommendations will be based on future financial forecasting after the close of this financial year.

6.3 Fixed Deposit

A further \$7,000 has been invested in the Club's fixed deposit for the next eight months.

The Treasurer reported that the Club was following correct procedures to avoid fraudulent direct debits such as the one in the previous month. However, during April three fraudulent direct debits occurred under the guise of TPG. These were relatively small amounts and recovery of the funds is being followed up.

To deal with the possibility of future financial risk a motion was proposed by Norm Hoskin and seconded by Colin Saunders that:

A business account be opened at the Bendigo Bank
Bunbury Branch.

The motion was carried with the understanding that the account would become operational in the next financial year.

The expenditure for April has been within forecast with the Bunbury Congress running at a profit of approximately \$2,400. The cash at hand for April was \$28,829.16 and the term deposit \$35,808.03 (\$59,537.19 total). The Report was

Moved for acceptance: Gwen Clarke; and Seconded: Norm Hoskin.

7. Bridge Coordinator's Report

Details of the report are contained in Attachment 5. Some highlights were:

- Fifty-nine percent of the table revenue from the Congress was distributed as prizes;
- A full audit of bidding boxes has been undertaken;
- Upcoming events include the Australia Wide Novice Pairs and the Peter Morgan Teams Championships;

- The IMPs scoring sessions were worth doing as a one-off activity;
- Permanent installation of the Bridge Timer system hardware will be undertaken(see Item 8.2);
- Average session attendance during April was identical to March; and
- The current membership stands at 123.

The Report was

Moved for acceptance: Brian Wade; and Seconded: Steve Mellett.

8. Other Business

8.1 Review Capital Works and Maintenance Plan

Mike Van Wyk reported that the Plan is on course with the main focus for 2027 being the renovation of the portico.

The Committee considered that the installation of a sliding door to the entrance of male toilet (a suggestion made by Keith Hopkins), or a privacy screen inside the toilet, were not feasible options.

Based on a complaint made by a visiting player at the Congress, Joan Gribble requested that consideration be given to the height of the step-down to exit the side door. The matter was set aside.

8.2 New Display System (Brian Wade)

Brian Wade reported that he had contacted Totally Sound and Live Wire to investigate the permanent installation of the Bridge Timer system hardware. Based on advice provided, Paul O'Donnell at Live Wire was requested to quote on the work. The quote received was \$1,200. In addition, the cost of purchasing a 65 inch TV screen was approximately \$970.

The Committee approved the installation of the hardware on the North wall of the Clubrooms.

This decision led to a request from Mike Van Wyk for consideration of installing an 85 inch TV screen (rather than 65 inch) to accommodate educational activities. The use of the hardware for teaching purposes was particularly relevant at Tuesday night sessions.

A motion to proceed with the installation, including the purchase of an 85 inch TV screen, was moved by Norm Hoskin and seconded by Joan Gribble.

The motion was carried.

Action 1: Brian Wade to purchase an 85 inch TV Screen at best price.

Action 2: Brian Wade to confirm the installation of the hardware by Live Wire.

8.3 Social Events - May and June (45th Anniversary 27th June Celebration)

May 30th The Peter Morgan Teams event will be followed by snacks and drinks.

June 27th A cake for afternoon tea and snacks and drinks at the end of play for the Red Point event.

Action: Joan Gribble to organise the food for these events.

8.4 Earlier Start for Wednesday Sessions (Carmel Forrest)

While some players may wish to commence play at 6.30pm, the Committee believed it was a decision to be made by the regular Directors and players at Wednesday sessions. It was pointed out that Directors are expected to be at sessions half and hour before play commences.

Action: Colin Saunders to meet with Dennis Evans, Colin Bell and Jock Mullen to ascertain their views on the suggestion. The outcome to be provided to Carmel Forrest by Colin Saunders.

8.5 Membership Approval - Merleine Wylie

Associate membership was approved.

Note:

The signatories for the Bendigo Bank will be Norm Hoskin, Gwen Clarke and Maria Denton.

Next meeting: 8th June 2026 10am